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Report For Week Ending 4 March 1958
From
Records Center

During the week the following accessions were made:

PERS	2 Cu. Ft.
COMPT	3 " "
OSI	2 " "
OL	17 " "
OCR	3 " "
OO	1 " "
Sub-Total:	28 Cu. Ft.
Finished Intelligence	30 " "
Total:	58 Cu. Ft.

Map Negatives	1,142 Cu. Ft.
Records Holdings	26,263 " "
Distribution Material Holdings	10,914 " "
	38,319 Cu. Ft.

Distribution Material Disposed of at Center	16 Cu. Ft.
Distribution Material Transferred from Center	9 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
Total:	25 Cu. Ft.

Accessioning

a. Tangible

- (1) On Saturday, the Center employees renumbered 3,540 shelving spaces and containers and changed the space location on the stock control cards, as compared to 270 completed during the regular work week.

Reference

a. Tangible

- (1) Serviced one large order that consisted of 193 documents being furnished to ORR.
- (2) The inventorying of the Record Copies on NIS is 50% completed.
- (3) Completed the typing of 229 pages of Form 140a, Records Shelf List, on Medical folders.

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News


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Mr. [REDACTED] attended the Inter-Agency Organization and Methods Conference.

Messrs. [REDACTED] attended the Management Staff meeting on work measurement.

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Acting Deputy, Chief Records Center

Attachment.

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